

Minutes

Kingston Fire District
Board of Wardens' Meeting
26 May 2011

Present: Wardens Donald Cobb, Robert Ferraro, Elizabeth McNab, Vincent Rose and Ina Sciabarrasi, Tax Collector Linda Mendillo, Treasurer Carleen Lefebvre and District Manager Jodi Hall. Present from the public were Thomas Vignali and Tony DeGerlia from Comtronics.

Absent: Chief Nathan Barrington, Robert Drapeau, Director of Public Safety & Emergency Management URI.

Call to Order: President McNab called the Board of Wardens' Meeting to order at 6:33 pm

Information/Comments/Questions from the Public: There was no information, comments or questions from the public.

Approval of Minutes : Wardens' Meeting: Apr. 28, 2011

Motion: Rose made and Cobb seconded a motion to accept Minutes from the Wardens' Meetings: April 28, 2011

The motion passed unanimously.

Tax Collector's Report:

Motion: Ferraro made and Sciabarrasi seconded a motion to accept the Tax Collector's Report.

Mendillo presented the report. She explained there are various steps that must be gone through to proceed with a tax sale, as there are certain criteria to be met. She will be gathering information and presenting to the Board at a future meeting properties that meet the criteria and the Board can then decide at that time if they would like to proceed with a tax sale. There was no further discussion

The motion passed unanimously.

URI Report: Drapeau was not present. There was no report presented.

Chiefs' Report:

Motion: Cobb made and Ferraro seconded a motion to accept the Chiefs' Reports, as written.

Barrington was not present. The written Chiefs' Reports from Chief Barrington, Deputy Chief Reed and Maintenance Coordinator Jim Lynch were given to the Board for review.

The reports were reviewed. It was noted that in the Barrington's report he recommended that the Exeter Tower Radio Bid should be awarded to WPCS. There was only one other bid submitted, which was from Comtronics, one vendor was unable to meet the specs requested, it was requested from the vendor to submit a proposal with an exception, however they declined. No other vendors replied. DeGerlia from Comtronics questioned the line item for the cost of the Motorola's on WPCS' proposal as there was significant price difference and it was thought

perhaps the Motorola's were not new, as requested in the Specifications. There was no further discussion or questions.

The motion to accept the Chiefs' Reports, as written, passed unanimously.

Motion: Rose made and Cobb seconded a motion to table the award for the Exeter Radio Tower bid until the next Meeting.

The motion passed unanimously.

Treasurer's Report:

Motion: Cobb made and Rose seconded a motion to accept the Treasurer's Report.

Vignali, who has been staying on to train Lefebvre presented the Treasurer's Report. There was no further discussion or questions.

The motion passed unanimously.

Finance Committee up-date: There was no up-date to be given since the last meeting. The next Finance Committee meeting is scheduled for July 28, 2011)

New Business:

Election of President, Vice-President and Secretary of the Board of Wardens:

Motion: Cobb made and Rose seconded a motion to nominate McNab as President of the Board of Wardens

The motion passed unanimously.

Motion: Ferraro made and Cobb seconded a motion to nominate Rose as Vice-President of the Board of Wardens

The motion passed unanimously.

Motion: Ferraro made and Sciabarrasi seconded a motion to nominate Cobb as Secretary of the Board of Wardens

The motion passed unanimously.

Review of Warden Assignments for 2011-2012:

Discussion was held and Sciabarrasi will serve on the Finance Committee, Ferraro will remain the Station Liaison and Cobb and Ferraro will continue to be the UFD Liaisons.

Review of Other District Officers:

There was brief discussion and it was noted that there is still an on-going search for one more Auditor and one more Tax Assessor.

Transition of Treasurer's position:

Vignali spoke of staying on in some capacity in order to train the new Treasurer until June 30, 2011. They have met a few times already.

Motion: Cobb made and Ferraro seconded a motion to retain Vignali as a consultant through May and June 2011 at the same pay rate.

The motion passed unanimously.

Review threshold amount for dual signatures on checks:

Brief discussion was held and it was decided to leave the threshold as is.

Review number of people authorized to sign checks:

Motion: Ferraro made and Sciabarrasi seconded a motion to add the Vice President of the Board of Wardens as an authorized signer when the President of the Board of Wardens or the Treasurer are not available to sign.

Brief discussion was held regarding the necessity of having another authorized person to sign checks in case others are not available.

The motion passed unanimously

Old Business:**Policy and Procedures:**

Motion: Rose made and Ferraro seconded to adopt policies, 10-011 – Reserve Funds, 10-024 – Medical Evaluation: Injuries on Duty and 10-025 – Medical Evaluation: Medical Clearance to Drive District Vehicle

The motion passed unanimously.

Communications: There were no further communications.

Information: There was no further information.

Next Meetings and Events:

- June 25, 2011 from 3:00 PM – 9:00 PM– Annual “Pickles” Family Picnic at Yawgoo Bakes
- July 14, 2011 at 6:30 PM at the KFD Station – Wardens’ Workshop
- July 28, 2011 at 9:00 AM (time to be confirmed/changed?) at the KFD Station – Finance Comm. Meeting
- July 28, 2011 at 6:30 PM at the KFD Station – Monthly Wardens’ Meeting
- August 1, 2011 at 6:30 PM at the KFD Station – Wardens’ Workshop
- August 25, 2011 at 6:30 PM at the KFD Station – Monthly Wardens’ Meeting

Adjournment:

Motion: Sciabarrasi made and Rose seconded a motion to adjourn the meeting.

The meeting was adjourned at 8:16 p.m.

The motion passed unanimously.

Respectfully submitted,

Jodi Hall
District Manager